## PALO ALTO COUNTY TREASURER'S OFFICE SEEKS QUALIFIED APPLICANTS FOR UNIVERSAL CLERK

Duties include driver's license issuance, administering drive tests, processing motor vehicle transactions, and collecting property tax payments.

Applicant must be detail oriented with the ability to organize, prioritize, and multi-task; capable of working in a fast-paced environment and adapt to constant change; committed to providing quality customer service; proficient in Windows based applications (including Microsoft Word and Excel), data entry, and operating office equipment; possess strong oral and written communication skills; and possess the ability to collect appropriate fees and process confidential information with tact and discretion.

This is a full-time position with a competitive salary and excellent benefit package.

Application forms and job descriptions are available at: http://paloaltocountyiowa.com/departments/treasurer/

or from the

## Palo Alto County Treasurer's Office ~ 712-852-3844

A completed application, along with a resume and a cover letter, must be returned to the Palo Alto County Treasurer or in the drop box at the courthouse by 4:00 p.m., Friday, November 4, 2022. (Emailed documents will not be accepted.)

PALO ALTO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

## APPLICATION FOR EMPLOYMENT PALO ALTO COUNTY PO Box 77

EMMETSBURG, IOWA 50536 PHONE: 712-852-3844

An Equal Opportunity Employer INSTRUCTIONS: Print in ink or type all answers. Use a separate sheet of paper for additional information or explanation.

PERSONAL DATA:			DATE OF APPLICATION:		
1.	Name:Last	First	Mid	die	_
2.	Current Address:Street	City	State	Zip Code	-
3.	Permanent Address: Street	City	State	Zip Code	
4.	Social Security Number:		5. Home No: (	)	
6.	Cell No: ( )				
7.	Email: Do you have a valid Iowa Driver License?				
8.	Are you 18 or older?	Yes No			
Li	st Schools/Addresses		Years Diple Tears or Tipleted Gradu		
Hi	gh School				
Co	ollege				
	List any special training (voca ould aid in the performance of t				nave that
	. If the job announcement requive completed:	uires completion of s	specific courses o	r training, indicate that wh	- nich you -
	. If the job announcement requirement:	uires the operation o	of specific machin	ery, list those, which you a	- are -

12	
12	1.0000000000000000000000000000000000000
(Name)	(Title)
(Address)	(Telephone)
13.	
13 (Name)	(Title)
(Address)	(Telephone)
14	
(Name)	(Title)
(Address)	(Telephone)
EMPLOYMENT RECORD: Begin with p	present or most recent employer and continue for the past five years
IMPEOTMENT RECORD. Begin with p	oresent of most recent employer and continue for the past five years
15. Employer	Description of Duties:
Address:	l l
Immediate Supervisor	
Dates Employed:	
Position Held:	
16. Employer	, Description of Duties:
Address:	
Immediate Supervisor	
17 Employer	Description of Duties:
17. Employer	<u> </u>
T SOMOTI TISIA.	
When is the earliest date you woul	d be available to start work?
Certification of Applicant: READ CAREFULLY HEREBY CERTIFY that this application conta	ains no misrepresentations or falsifications and that the information givenowledge and belief. I am aware that should investigation at any time
isclose any such misrepresentation or falsifi ervice, and I will be disqualified from applyin	ig in the future for any positions with the County of Palo Alto. I further necessary and appropriate investigation to verify the information